

Get

**CONNECTED**



# QuickBooks Online Certification Training

## Core Training

Melanie Schroeder  
@LikeltWasMine





Take a few moments  
to **Connect** with  
your neighbour

# Today's speaker



**Melanie Schroeder**

Partner, KH Burnaby CPAs Inc

@LikeltWasMine

# Agenda

Overview

Schedule

Materials

Training

Exam



# Your Guide

Melanie Schroeder

- Started training QuickBooks in 2017
- Teach accountants, bookkeepers and small businesses across Canada



# Training Objectives

1. Learn the features & capabilities of QuickBooks
  - How your clients use the software
  - How you use QuickBooks to help your clients
2. Answer your questions
3. Get Certified

# Today's Schedule

9:00 – 10:30 Training

10:30 -11:00 Break

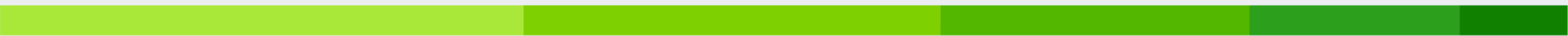
11:00 - 12:15 Training

12:15 to 1:15 Lunch

1:15 - 2:30 Training

2:30 – 3:00 Break

3:00 – 5:00 Training (Optional Exam)



# How the Class Works

Listening and demonstration

Follow along

Participation





# Class Materials

Go to <https://intuit.app.box.com/v/QuickBooksOnline> and download the study guide

**#GetConnected**  
**Wifi Network Instructions**  
Network | GetConnected  
Password | Connect2018

Training website with full lineup of courses for ProAdvisors <http://proadvisor.intuit.ca/cloud-accounting/accounting-resources/training.jsp>

# **Chapter 1 - Getting Started in QuickBooks Online Accountant**

# QBOA Benefits

- All Client Files in one central location
- No more file management including backups or restores
- Consistent “version control”...always using the same software as your client
- Access your client files anywhere, anytime with an internet connection
- Tools in the Accountant Toolbox just for accountants and bookkeepers

# QuickBooks Online Accountant Navigation Demo



# Chapter 2 - Navigating QuickBooks Online

# Navigation Overview

In this Chapter you'll learn the following:

- 3 main ways to navigate QuickBooks Online
- Using a web browser to get around QuickBooks Online
- Google Chrome tips and tricks
- How QuickBooks Online is built
  - Lists
  - Transactions

# QBO Details

- Your clients will use QuickBooks Online
- 3 Versions of QuickBooks Online
  - QuickBooks Online Easy Start
  - QuickBooks Online Essentials
  - QuickBooks Online Plus
- You'll access your client's QBO account through QuickBooks Online Accountant

# Ways to Get Around

- Create Menu +
  - Everyday transactions entry
  - All transactions are in this menu
- Navigation Bar
  - Find transactions by name
  - Find transactions by transaction type
- Gear Icon/Company menu
  - Important lists and actions not used frequently



# Browser Navigation

- Recommended Browsers
  - Google Chrome
  - Mozilla Firefox
- Note: Internet Explorer & Safari not fully supported but can be used
- Chrome Tips
  - Open multiple windows using tabs
  - Use back button as needed
  - Shortcuts in QBO can be found at CTRL + ALT + ?

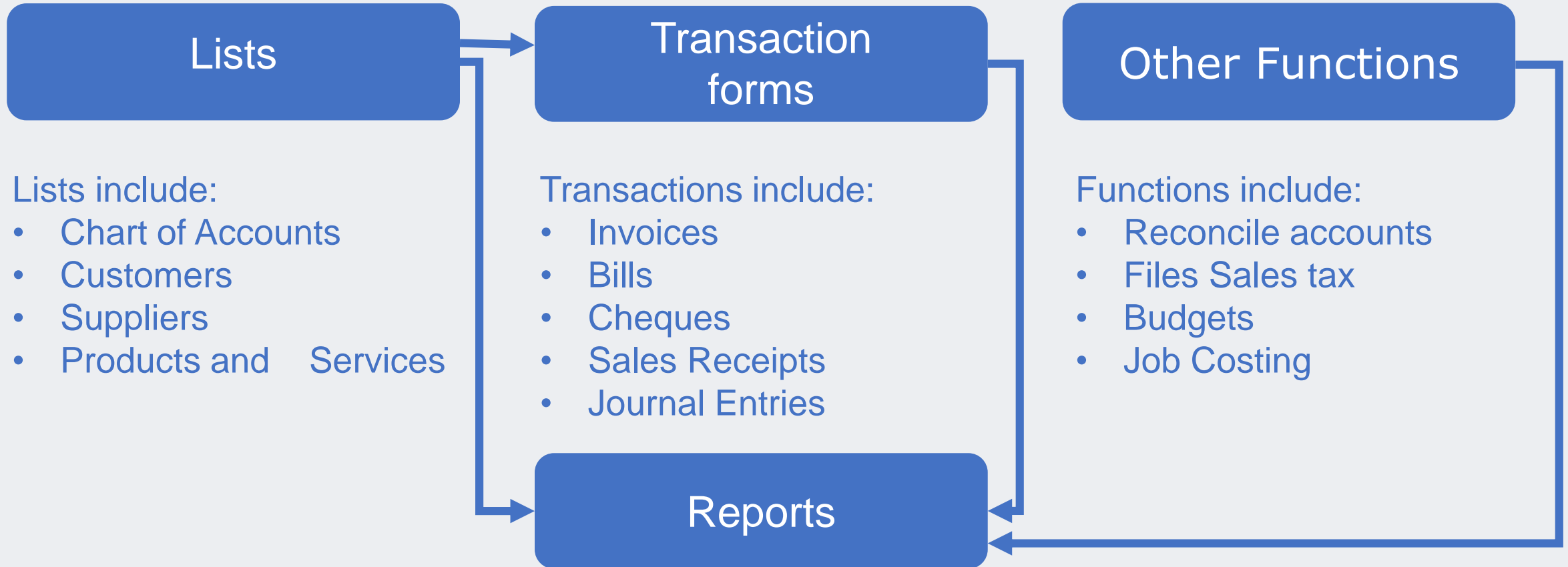
# QuickBooks Online Navigation Demo



# How QBO is Built

- Lists
  - Add list information to QuickBooks
  - Includes Chart of Accounts, Customers, Suppliers, etc.
- Transaction Forms
  - Complete forms to make accounting entries
  - QuickBooks completes the debits and credits behind the scenes
- Other Functions
  - Reporting, Reconcile, Budgets are examples of other functions available

# How QBO is Built - Workflow



# Adding List Items Demo



# Purpose of Products & Services List

- Link to accounts in QuickBooks Online. Creates the journal entry based on the form type and the accounts linked to the items on the form. Assists with the “behind the scenes” accounting.
- Makes it easy for your client to fill out forms.
- Helps make reporting on products and services easy.
- Allows you to track quantities purchased and sold when your clients use inventory.

# Add Products & Services List Demo



# Chapter 3 - Sales & Customers in QuickBooks Online



# Sales & Customers Overview

In this Chapter you'll learn the following:

- Adding Customers
- Customer Workflows for Sales including Sales Receipts and Invoices
- Handling customer credit memos and refunds
- Creating customer statements
- Creating Delayed Charges for customers
- Basic Customer reporting

# Sales Workflow in QBO



**IMPORTANT THING HERE:** Make sure you know whether you or your client wants to track accounts receivable

# Sales Workflows Demo



# Delayed Charge Workflow



IMPORTANT THING HERE: The delayed charge is a non-posting transaction

# Delayed Charge Workflow Demo



# Credits & Refund Workflows in QBO

**Customer has already  
paid**

Refund  
Receipt



Return  
funds

**Open invoices exist**

Credit  
Memo



Apply  
Memo

# Credits & Refunds Workflow Demo



# **Chapter 4 - Suppliers & Expenses in QuickBooks Online**

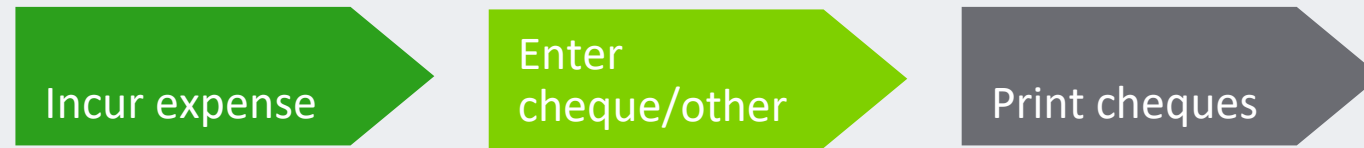


# Supplies & Expense Overview

In this Chapter you'll learn the following:

- Adding Suppliers
- Expense Workflows for cash expenses and Accounts Payable
- Handling Supplier Credits
- Reimbursable Expenses
- Basic Supplier and Expense reporting

# Cash Transactions



IMPORTANT THING HERE: What is the source of the funds paying the expenses?

# Accounts Payable Transactions



**IMPORTANT THING HERE:** What is the source of the funds paying the expenses?

# Expense Workflow Demo





# **Chapter 5 – Banking & Company Activities in QuickBooks Online**

# Banking & Company Activities Overview

In this Chapter you'll learn the following:

- Transfer between two accounts
- Manual account reconciliation
- Filing Sales Tax

# Banking & Company Activities Demo





# Chapter 6 – Automation in QuickBooks Online

# Automation in QBO Overview

In this Chapter you'll learn the following:

- Setting up online banking or what is called the “bank feed”
- Categorizing and working with bank transactions
- Create bank rules
- Introduction to the QuickBooks Mobile App

# Why use Online Banking?

- Eliminate data entry – Saving you time
  - Automates data entry for your client files
  - Automation works for both bank and credit card accounts
- No cost for the service – Saving you money
- Automates your account reconciliation
- Ensure clients accounts are always up-to-date

# Logic for Downloaded Transactions - Review



IMPORTANT THING HERE: Watch that the proper transactions are being matched!



# Online Banking Demo



# Chapter 7 – New Client File Setup

# New Client File Setup Overview

In this Chapter you'll learn the following:

- How to setup a new client file
- QuickBooks discounts available for Accountants
- Key Company Settings

# Basic Steps

QuickBooks Online creates a very basic file for your new client and you can take additional steps to continue the setup:

- Add your own Chart of Accounts from scratch or import
- Import data to enter list information fast and efficiently including customers, suppliers, products & services and account
- Enable Sales tax for provincial and federal taxes
- Edit the settings to enable features and settings for your client
- Create new users for your client
- Other items as needed by your clients



# QBO Easy Start

Designed for cash based business, home-based business, or micro business.

Features include:

- Number of users – 1
- 20+ Reports
- Track sales and expenses
- Online banking
- Print cheques

**IMPORTANT THING HERE:** Does not include Accounts Payable (Enter Bills/ Pay Bills)

# QBO Essentials

Designed for everyday clients including service-based businesses, and growing businesses.

Features include:

- Everything included in QuickBooks Easy Start
- Number of users – 3
- Customize user setup
- 40+ Reports
- Manage and Pay Bills
- Multiple currencies

# QBO Plus

Designed for businesses that need advanced accounting features

Features include:

- Everything included in QBO Essentials
- Number of users – 5
- Advanced users
- 60+ Reports
- Delayed Charges
- Purchase Orders
- Class and Location Tracking
- Track costs to customers
- Budgeting
- Inventory

# Wholesale vs. Direct Discount

## Wholesale Discount

- For Accountants and bookkeepers in QBOA
- 50% discount for the life of the subscription (20% off for Easy Start)
- Offers unlimited users. No limit of 3 or 5
- Consolidated monthly bill that includes all clients

## Direct Discount

- For your clients
- 50% discount for one year then price goes back to regular price

# New Client File Set Up Demo



# Chapter 8 – QuickBooks Online Reports

# Reporting in QBO

In this Chapter you'll learn the following:

- Create basic reports in QuickBooks Online
- Customize reports using Filters and Columns/Rows
- Saving Customized reports
- Automating reports

# Conclusion

Write the QuickBooks Online Certification exam

- Sign in to QuickBooks Online Accountant
- Click the ProAdvisor
- Click Take exam
  
- Please take our Survey to help us improve our QuickBooks classes...

Visit [tinyurl.com/qbocert16](https://tinyurl.com/qbocert16)



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